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# **ARMY ATTACHE DUTY**

## ***SOLDIER-STATESMAN***

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A challenging duty assignment and career progression path for exceptionally well-qualified and highly motivated soldiers

## **DOES A DEMANDING DIPLOMATIC DUTY ASSIGNMENT IN A U.S. EMBASSY INTEREST YOU?**

If so, you may want to consider a tour of duty as an Army Attache NCO in the Defense Attache System.

Army Attache NCOs serve around the world in United States embassies providing staff support within a Defense Attache Office (DAO). The DAO represents the Department of Defense to the host-nation government and military, assists and advises the U.S. Ambassador on military matters, and coordinates other political-military actions within their area of accreditation.

The duties and functions vary slightly depending on location assigned, but are primarily administrative in nature, performing many of the functions normally associated with a brigade, or division staff section (S1-S6; G1-G6). Army Attache NCOs will also be called upon to perform other functions, such as coordinating congressional, Joint Staff or presidential visits, supporting U.S. Navy ship visits, arranging overflights of U.S. military aircraft, or even presenting briefings and information to senior host-nation officials in the absence of the military attaches. The changing situations and varied nature of the responsibilities provide for a challenging and enjoyable tour of duty for most soldiers.

Applications are accepted on a continuing basis from well-qualified soldiers for this highly selective nominative joint-duty assignment.

Here are the steps you need to take if you would like to pursue this career option:

1. Review the required qualification and application procedures as detailed in Army Regulation [AR 611-60](#). If after reading the regulation you are still interested in applying for Army Attache duty, print out the enclosed [checklist](#), use it to complete your packet, and forward it per AR 611-60 (AUG 01). Applications will be accepted from soldiers currently stationed OCONUS beginning 18 months prior to DEROS.

Please note that where there is a discrepancy between the information here and the regulation, the guidance and instructions contained in this information packet take precedence and will be followed.

Examples or copies of the following items on the checklist can be accessed by clicking on the links below:

[Biographical Narrative](#) (please ensure that you include complete contact information including a valid e-mail address and fax number)

[Communication Skills Paper](#) (not overly long, but detailed enough to show that you can express yourself)

[Typing Certification](#) (you may also use one of the many typing tests available online)

[Electronic Personnel Security Questionnaire](#) (This program may be accessed through your S-2 or Security manager. If you have received the CD version of this information packet, the complete program (subject2\_2.exe) is located on the CD and can be installed from the CD. Otherwise, go to <http://www.dss.mil/epsq/index.htm> to download to your computer)

[DA Form 4187](#)

[DA Form 3083](#)

2. The requirements for security clearance eligibility and no non-U.S. Citizen family members are not waivable. There is no specific waiver process for other qualifications such as test scores. If you do not meet one of the other listed requirements, you are still welcome to submit an application, although you will not be as competitive for an assignment as other soldiers. Soldiers with high DLAB or DLPT scores, and those who already hold a TS/SCI clearance, or have successfully completed assignments such as Drill Sergeant or Recruiter have a higher selection probability. Each application is evaluated on the "whole soldier" concept.

3. Submit the application packet to the Army Attache Management Division at the address below. Your application will go to your branch manager for a release. Soldiers selected for Attaché Duty will be awarded the ASI of E4 upon successful completion of the Attaché Staff Operations Course. The process of reclassifying soldiers following training has been discontinued, and the change will be reflected in the next revision of AR 611-60.

4. Applications will be maintained in a "hold" status until they are 100% complete and error free and have an approved branch release. Once complete, packets are placed on a standing list based on the qualifications and eligibility of the soldier. This list is reviewed each month, with the most qualified soldiers being nominated for assignments as they

become available. Those not selected will continue to be reviewed for a total of six consecutive months, at which point the packet is considered non-competitive and will be returned to the soldier. Please keep in mind that this is a competitive process and there is no guarantee of selection and nomination to the Defense Intelligence Agency for an attaché position. If you are selected, once the nomination is submitted, it normally takes from four to eight months to obtain the final approval or disapproval for the assignment. This timeline can vary depending on factors such as current security clearance, expected school date, etc.

**5.** Soldiers must be willing to accept worldwide assignment at the needs of the Defense Attache System. You will be informed of the intended assignment location prior to nomination, and at that point, may withdraw your application. There is no obligation until approved for the assignment by the Defense Intelligence Agency. Assignments are made based on soldier qualifications and experience, language capability, DEROS or other availability dates, and other factors. There are currently over 100 NCOs serving in over 90 different locations, and every effort will be made to ensure that a follow-on assignment is in the geographic region of your choice should you not receive the area you desire on your initial assignment.

**6.** Upon successful completion of the initial attache tour, soldiers are welcome to apply for continued attache duty, or if otherwise qualified, they may submit an application to become a warrant officer as a 350L Attache Technician

You will find answers to some of the more commonly asked questions in the [Frequently Asked Questions](#) section.

If you are not currently interested or qualified, but know a soldier who is, please pass this information along. Thank you.

For questions or comments, please contact SFC Daniel R. Vidis using the contact information listed below.



**U.S. Army Field Support Center**  
Army Attache Management Division  
7321 Parkway Drive South  
Hanover, MD 21076  
Phone (301) 677-3901  
Fax (301) 677-5352  
DSN 622  
defenderv@hotmail.com

# ATTACHE NOMINATION PACKET CHECKLIST

- 1 ea. DA Form 4187 w/BN CDRs endorsement
- 4 ea. Biographical Narrative (ensure that complete contact information is provided including a valid e-mail address)
- 4 ea. Photographs (8x10 full length of self in Class A uniform with all accompanying dependents. Single soldiers may substitute a standard DA Photo)
- 4 ea. Original Signature Electronic Personnel Security Questionnaire (with floppy disk – write user ID and password on disk) for self and spouse. Ensure that validation check is completed
- 2 ea. Fingerprint Cards (FBI Form 258)
- 4 ea. DA Form 3083-R (Medical Examination for Certain Geographical Areas), one form for all family members
- 4 ea. SF 88 and SF 93 or other physical forms as used at your local medical treatment facility for the soldier applicant (must have been completed within the last 12 months)
- 4 ea. DA Form 2-1 and ERB
- 4 ea. Typing Certification
- 4 ea. Last 4 NCOERs
- 4 ea. Communication Skills Paper (detail any special circumstances or considerations as well)

4 ea. of the following documents as appropriate:

- DA Form 330 for language qualification
- Official notice of DLAB score
- EFMP enrollment documentation and detailed information on why enrolled
- Letters of recommendation (mandatory if soldier has less than 4 NCOERs to submit)
- DD Form 1879 if soldier has already initiated a TS clearance through local S-2 or security manager (substitute for EPSQ disk and fingerprint cards)
- Any other applicable documentation pertaining to the soldier/family's specific situation, such as permanent profile, pending divorce documentation, computer certifications, etc.

BIOGRAPHICAL NARRATIVE  
SSG JAMES J. JAMESON  
123-45-6789

- a. JAMESON, James Jonah
- b. SSN: 123-45-6789
- c. SSG/E-6
- d. DOR: 01 APR 97
- e. MOS 11B3P (Airborne Qualified)
- f. D/POB: 28 FEB 67, Ft. Lewis, WA
- g. 900108 – 900430    Infantryman    D Co. 1/50<sup>th</sup> IN, Ft. Benning, GA  
900430 – 900511    Student            C Co. 1/507<sup>th</sup> Parachute Inf. Regiment,  
Ft. Benning, GA (Airborne School)  
900512 – 920615    Infantryman    A Co., 3/10 IN, Ft. Richardson, AK  
920616 – 941011    Squad Leader    B Co., 3/10 IN, Ft. Richardson, AK  
941012 – Present    Platoon Sgt.    C Co., 3/10 IN, Ft. Richardson, AK
- h. Army Service Ribbon/NCO Professional Development Ribbon with numeral “2”/  
National Defense Service Ribbon/Army Good Conduct Medal with 3 knots/Army  
Achievement Medal/Army Commendation Medal/Meritorious Service Medal
- i. Chinese Mandarin, learned from neighborhood kids, Defense Language Proficiency  
Test taken in July 2000, Scored R3/L3
- j. Spouse: Kim Kelly Jameson (married 23 MAR 96)  
Daughter: Jane Jill Jameson (born 01 JAN 98)
- k. Associates Degree in General Studies, University of Alaska, granted May 94
- l. Infantry Basic Training 1990  
Airborne School            1990  
Combat Lifesaver            1991  
Primary Leadership Development Course 1992  
Field Sanitation Course 1993  
Basic Non-commissioned Officers Course 1997

m. Security Clearance: TOP SECRET/SSBI/US ARMY/DEC 98

n. C Co., 3/10<sup>th</sup> IN, Ft. Richardson, AK 99999, Ph. (123) 456-7890, DSN 555-7890  
(Home) 123 Small St., Iceberg, AK 99999, Ph. (234)567-8901, unclas e-mail  
jjjameson@provider.com. Fax: (123) 456-0001

o. Additional Remarks: I am also licensed as a civilian ski instructor and hot air balloon pilot. I currently have a P2 physical profile following a parachute accident while on jump status. However, my only limitations are that I cannot carry a rucksack weighing more than 200 pounds, and I am no longer allowed to participate in professional demolition derby races.

JAMES J. JAMESON  
SSG, USA

COMMUNICATION SKILLS PAPER  
SSG JAMES J. JAMESON  
123-45-6789

I have had a long and interesting career in the U.S. Army. I have been places and seen things that the average American does not get to see. It has been a goal of mine for many years to join the Defense Attaché System (DAS), and see even more of the world. I have a strong desire to learn about and interact with other world cultures. In fact, although I currently only have an associates degree, my goal is to pursue and attain a Masters Degree in International Relations. Having been previously assigned as an artillery shell fuse tester, I am able to deal with high levels of stress. I am able to walk, talk, and chew gum at the same time, all while blinking one eye and whistling Dixie. My ability to communicate, instruct others, and adapt to unique conditions coupled with the will to succeed would allow me to accomplish any mission. I feel that I would be an asset to the Defense Attaché System.

My family is very enthusiastic and supportive of my decision to apply for Attaché duty. My daughter spends hours poring over a map of the world and asking me what our next assignment may be. My wife is also very excited about the possibility of living overseas and experiencing new cultures firsthand, and is ready to pack at a moment's notice. My son, already fluent in Chinese, Latin, and whale sounds, has started learning 17 other languages in order to better prepare for living overseas in a diplomatic environment. While serving as a recruiter, we were assigned far from normal military support facilities, and we are now quite prepared for the challenges of a remote diplomatic tour. My family members have no special medical or educational needs.

(Include in this letter, any unusual circumstances that apply and describe fully, such as requesting an unaccompanied tour because your spouse will stay behind and run your multi-million business empire, your children are home schooled and do not require that traditional schooling be available in your assignment, your cat suffers from panic attacks at altitudes above 5000 feet, and so on.)

JAMES J. JAMESON  
SSG, USA



OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander, U.S. Army Field Support Center, ATTN:  
IAFS-P-A, Fort George G. Meade, MD 20755-5904

SUBJECT: Typing Certification

On 01 JAN 02, I tested SSG James J. Jameson. He typed 43 words per minute with one error, for a total typing speed of 42 words per minute.

Michael M. Michelson  
SFC, USA  
Training NCO

**PERSONNEL ACTION**

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**AUTHORITY:** Title 5, Section 3012; Title 10, USC, E.O. 9397.

**PRINCIPAL PURPOSE:** Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).

**ROUTINE USES:** To initiate the processing of a personnel action being requested by the soldier.

**DISCLOSURE:** Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code)  
Commander  
B Co, 1-41 Inf  
Fort Atterbury, IN 01100

2. TO (Include ZIP Code)  
CDR HRC-Alexandria  
2461 Eisenhower Ave  
Alexandria, VA 22332

3. FROM (Include ZIP Code)  
SSG Jason Smith  
B Co, 1-41 Inf  
Fort Atterbury, IN 01100

**SECTION I - PERSONAL IDENTIFICATION**

4. NAME (Last, First, MI)  
SMITH, Jason, L.

5. GRADE OR RANK/PMOS/AOC  
SSG/31W

6. SOCIAL SECURITY NUMBER  
123-45-6789

**SECTION II - DUTY STATUS CHANGE (AR 600-8-6)**

7. The above soldier's duty status is changed from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ effective \_\_\_\_\_ hours, \_\_\_\_\_

**SECTION III - REQUEST FOR PERSONNEL ACTION**

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Assignment to Army Attache Duty
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)  
SIGNATURE

10. DATE (YYYYMMDD)  
20020415

**SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)**

- Soldier will extend or reenlist to meet service remaining requirements for this assignment.
- POC for questions concerning this action is SFC Daniel R. Vidis, Army Attache Management Division, Comm (301) 677-3901, DSN 622-3901

**SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL**

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

☐ HAS BEEN VERIFIED ☒ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE  
IAM N. CHARGE, CPT, IN, Commanding

13. SIGNATURE  
SIGNATURE

14. DATE (YYYYMMDD)  
20020417

M

TAB

TAB

TAB

**MEDICAL EXAMINATION FOR CERTAIN GEOGRAPHICAL AREAS**

(For use of this form, see AR 40-501; the proponent is the Office of The Surgeon General)

DATE

15 Apr 02

SOLDIER'S LAST NAME - FIRST NAME - MIDDLE INITIAL, GRADE &amp; SSN (Type or print)

SMITH, Jason, L., SSG, 123-45-6789

## ORGANIZATION

B Co, 1-41 Inf  
Ft Atterbury, IN 01100

## COUNTRY ASSIGNED

Worldwide Availability

**DEPENDENTS**

NAME	RELATIONSHIP	AGE
Sharon Smith	Wife	32
Amber Smith	Daughter	11
Robert Smith	Son	7

Based upon a review of available medical records and the results of examination as necessary, the following recommendations are submitted:

- ☒ Soldier is medically qualified to undertake proposed assignment.  
☐ Soldier is not medically qualified to undertake proposed assignment.  
☒ Dependents listed above ☒ are ☐ are not medically qualified to accompany soldier.

**REMARKS:**

Sharon Smith (Wife) is allergic to Malaria Medications precluding assignment to countries prone to Malaria.

Amber Smith (Daughter) requires semi-annual follow-up with dermatologist for psoriasis.

(Continue on reverse side if necessary)

## MEDICAL TREATMENT FACILITY

Bob Hope Army Medical Center  
Ft Atterbury, IN 01100

TYPED OR PRINTED NAME OF EXAMINING PHYSICIAN

SIGNATURE OF EXAMINING PHYSICIAN

Dr. Walter Reed, Chief, Family Medicine

SIGNATURE

# Frequently Asked Questions

## 1. The application process

Q. I am currently deployed - can I still apply and what if I can't provide a Class A photo due to the deployment?

A. Applications can be accepted from deployed soldiers and certain modifications to the required documentation (as in the case of the photograph) may be coordinated directly with SFC Vidis prior to submission. However, in most cases, the application cannot be further processed until the soldier returns to home station or has a redeployment date confirmed by the chain of command.

Q. I submitted my packet last week and I haven't heard anything, what is going on?

A. Due to postal delays and a lack of control over the processing of releases from Branch Managers, it can take several weeks before the soldier is contacted. Once the packet has an approved branch release, the packet is reviewed for completeness and errors. The soldier will be notified of any problems or issues that must be resolved, such as errors in the security questionnaire or missing personnel documents. The application will remain on "hold" until all issues are settled.

Q. I was told that I need to provide additional documents for my packet; where do I send them?

A. Unless instructed that original documents or signatures are required, follow-up documentation can be faxed directly to the Army Attaché Management Division at (301) 677-5352 (DSN 312-622-5352). If originals are requested, they can be mailed to Commander, Army Field Support Center, ATTN: Army Attaché Management Division (SFC Vidis), 7321 Parkway Drive South, Hanover, MD 21076.

Q. I called my branch and they told me that I cannot be released because my MOS is understrength. Is this true?

A. Applications cannot be processed unless the soldier is released by their branch. In most cases, if the branch manager says that a release is not possible for one reason or another, then that is what will happen. That said, it is not official until it is done in writing. Soldiers are still welcome to continue with submission of an application and there is always a chance that the situation or circumstances may have changed in the meantime and a release is now

possible. Close coordination is maintained with PERSCOM and from time to time certain objections can be overcome.

Q. I am on orders to Fort \_\_\_\_\_. Can I get out of those orders by applying for attaché duty?

A. If a soldier is already on assignment instructions, they will normally be required to comply with those orders and submit their packet at the appropriate time following arrival at their next duty station. If a soldier desires to work with their branch manager to request deletion from assignment instructions, that is their prerogative - the attaché application does not automatically initiate any deletion action. More importantly, highly motivated soldiers are essential to the program, and soldiers who only apply because they don't like where they are or where they are going are not appropriate for this duty.

Q. My spouse is not a U.S. citizen yet, but she does have her green card - can I get a waiver for this?

A. Assignment to Defense Attaché Duty requires eligibility for access to classified information at the TS/SCI level. IAW Defense Intelligence Agency Manual 50-8 and Director of Central Intelligence Directives, all applicants and their immediate family members must be U.S. Citizens. As noted in DIAM 50-8:

"Immediate family includes the individual's spouse, parents, brothers, sisters, and children. Immediate family members also include step and foster parents (in loco parentis); half, step and foster siblings; and adopted, step and foster children, provided that a close relationship existed or exists as evidenced by a substantial period of common residence. Cohabitants, with whom an intimate relationship is maintained, are also considered to be immediate family members for the purposes of this regulation.

Permanent Residency (green card) or other status will not substitute for citizenship. In addition, once citizenship issues have been resolved, an applicant will normally be prevented from serving in or near the country of origin.

## **2. Selection and assignment**

Q. I submitted my application before my friend; he was selected and I still have not been notified. When will I find out if I have been accepted?

A. Once the packet is complete it will be placed on a standing list with other applicants, in order of competitiveness based on overall qualifications. A more qualified soldier will place higher in priority over a lesser qualified applicant regardless of submission dates. The packet will continue to be looked at for up to six months from the date it was considered complete. At that point, the packet

will be returned with an explanation of the factors that contributed to non-selection.

Q. Do I get to choose where I am assigned and is there a list of locations online?

A. Since the TDA for the Defense Attaché System is classified, there is no listing of positions provided to applicants. Once selected for attaché duty, the soldier will be notified of the proposed assignment location. In some cases a choice of locations may be offered, but in many cases the qualifications of the soldier, timing of available classes, language requirements, departure dates of personnel on station and other factors combine so that there is only a single assignment possible. In some cases, especially for soldiers without language ability or a passing DLAB score, there are no assignments possible even though they may meet all the other general qualifications. 80% of billets are language coded, so language capability is paramount.

Q. I am a Russian linguist; will I be assigned to Russia or a former Soviet Republic?

A. Although the primary focus is to place a soldier in a billet for which they can use their language skills, in many cases assignments are not available that meet the requirement, especially in the case of low density languages. If selected for attaché duty and no appropriate billet for their current language skills is available, the soldier will be considered to fill a non-language billet, or may be retrained in another language for a specific location. Unlike the normal process where assignments depend on a soldier's language capability, language training for Attaché NCOs revolves around assignments and it is possible to serve several tours in countries with completely different languages.

Q. When can I expect to receive orders?

A. This is a nominative special duty assignment and final approval must be received from DIA before a soldier is placed on assignment. Depending on factors such as current security clearance and the required report date for training, the approval process can take several months or even close to a year. Soldiers who are on stabilized tours or currently overseas will be scheduled for training to coincide with their current availability date. Once approved for the proposed assignment, coordination will be made with PERSCOM and the soldier will be placed on assignment.

Q. I received a welcome packet from DIA in the mail - does this mean I have been approved?

A. No, welcome packets are sent out prior to the soldier receiving final approval. This packet provides general information about DIA and is mainly geared to soldiers who are being processed for regular assignments with DIA in the

Washington DC area. The information about inprocessing at Fort Myer and so on does not apply to Attaché applicants. Detailed information about Attaché reporting and inprocessing will be provided directly from the Army Attaché Management Division (AAMD).

### **3. Training and movement to station**

#### **Q. Where do I go for training, and is this PCS or TDY?**

A. Most training is conducted in the Washington DC area. The Attaché Staff Operations Course (ASOC) is attended by all selectees, and is a 10 week course held at Bolling AFB. Additional training lasting up to 18 months may be required depending on location of assignment, and can include language training, anti-terrorism courses, or instruction on specialized equipment. Soldiers here for training of less than 139 days will be in a TDY Enroute status. Training longer than 139 days will involve a PCS to Washington DC and then another PCS move to their assignment location.

#### **Q. Where do I stay for training and does my family come with me?**

A. Lodging depends on the type of movement. Soldiers in a TDY Enroute status will receive full per diem for the duration of their TDY, currently \$200 per day. They may choose the hotel or other facility in which they wish to stay, and suite or corporate apartment type facilities that have kitchens are recommended. Soldiers PCSing here for training may choose to request government housing on one of the military facilities in the area (waiting list times may preclude this option so check with the housing office) or they may lease housing using their housing allowances. In both cases, the soldier's family is encouraged to accompany them here for training. There is a spouse program that runs concurrently with the soldier's ASOC course, and if the soldier is to receive language training, it can be provided to the spouse as well. In addition, the soldier's attention is usually much more focused on the training if they are not separated from their loved ones. However, it is understood that the length or timing of training may adversely interfere with children's schools or that the spouse may not be able to leave their job easily, and a decision by the soldier to attend training alone will be supported.

#### **Q. Can I report for training early?**

A. Soldiers in a PCS status are encouraged to report at least a couple of weeks early. Unlike most assignments where there is time for house hunting and so on after reporting, training commences almost immediately following the report date on the PCS orders, so housing, schools, etc. must be taken care of earlier. Soldiers here TDY Enroute may report early, but any time prior to the report date

on their TDY orders will be considered in a Leave status and expenses will be out of pocket.

**Q. What is the uniform for training?**

A. Students are encouraged to wear appropriate civilian business attire while attending training. Unfortunately, payment of the civilian clothing allowance cannot normally be made until shortly before arriving at the overseas assignment, so this may involve some up front out of pocket costs depending on how extensive the soldier's current civilian wardrobe is already. Class A and B uniforms are still required for certain portions of the school, such as graduation.

**Q. Is there a high failure rate for the Attaché training?**

A. Because the selection process is so extensive and only the most highly qualified applicants are selected for assignment, it is rare that a soldier will fail out of training. The course is designed to give the soldier all the basic skills necessary to perform their job but requires a great amount of attention to detail. In many portions of the training, one small error can compound into a serious problem, just as it could out on station. The school staff is there to work with the students to help them succeed. In some cases students have been terminated due to other factors such as disqualifying information that came to light during the background investigation.

#### **4. Duties and lifestyle**

**Q. What does an Attaché NCO do?**

A. The duties vary depending on the location, size and composition of the office. In general, duties in a larger Defense Attaché Office (DAO) will be more specific as compared to a smaller office where the NCO must perform more functions. Some of the responsibilities may include administrative processing (orders, awards, evaluations, and messages), financial management (budgets, procurement), protocol and VIP support, and coordination with host nation military and government, as well as specific intelligence functions. As this is a joint duty assignment, soldiers may also be involved in actions for other services personnel, such as supporting locally assigned Navy Personnel Exchange Program personnel, or assisting with training or other actions for the embassy's Marine Security Guard Detachment.

**Q. I have heard the terms OPSCO and OPSNCO used - What do they mean?**

A. Operations NCO (OPSNCO) is the term for the primary position within the Defense Attaché System filled by Army enlisted members. Most billets are OPSNCO positions and encompass the wide variety of duties described above.



Operations Coordinator (OPSCO) positions filled by the Army are generally staffed by Warrant Officers. However, there are about 20 enlisted OPSCO slots as well. OPSCO positions can be likened to the "Executive Officer" and in addition to the normal OPSNCO duties, the OPSCO also has increased responsibilities for budgeting, procurement, logistics, and overall management of the office. Because these positions require additional skills and experience, soldiers on their initial attaché tour are not normally considered for OPSCO positions.

**Q. Do I receive any special pay for this job?**

A. All soldiers on attaché duty receive Special Duty Pay at the rate of \$ 225 per month (SD-3). Since this is a civilian clothing required assignment, all NCOs receive an annual civilian clothing allowance (CCA) in addition to their normal uniform maintenance allowance. Soldiers in linguist positions may qualify to receive language proficiency pay of up to \$300 per month. All other pay such as COLA or hostile fire pay is location specific.

**Q. Do we live in an embassy compound and what about schools for the kids?**

A. In most locations, soldiers are provided with government owned or government leased quarters that are furnished and usually far exceed the standards of normal on-post quarters that they may be familiar with. There are still a few countries that use private lease housing for which a housing allowance is paid. If assigned to a country that has an appropriate local English language school system, such as the United Kingdom, then the children attend regular public schools. In most cases though, education is provided by a local International or American School. These are local private schools approved by the State Dept and DODDS, and the tuition (tens of thousands of dollars in many cases) is paid for each child by DODDS.

**Q. How do we receive medical treatment?**

A. Most embassies have a staff nurse/doctor or local contracted physician that provides routine medical care such as exams or treatment for illnesses. Much of the time, all required medical care can be accomplished using local medical facilities. In cases where special treatment or procedures are not available locally, or when local medical treatment does not meet U.S. standards, the soldier or their family will be medically evacuated to an appropriate facility for care. This is usually to the nearest military medical facility except in emergencies where a nearby civilian facility might be more expeditious.

**Q. What happens after the initial assignment?**

A. Soldiers who are successful in this position and would like to continue on attaché duty are welcome to do so. Soldiers may elect to request an extension in

their current location, or may select a consecutive tour in another DAO. Soldiers who have served 36 months on attaché duty and meet other requirements are encouraged to apply to become a Warrant Officer as a 350L Attaché Technician. The specific qualifications can be found at [www.usarec.army.mil/hq/warrant](http://www.usarec.army.mil/hq/warrant). If a soldier so elects, they may also return to service in a regular Army assignment. This can also happen if they do not meet performance requirements or are deemed for other reasons not eligible to remain on Attaché Duty and are returned to the Army at the request of DIA.

**Army Regulation 611–60**

**Personnel Selection and Classification**

# **Assignment to Army Attaché Duty**

**Headquarters  
Department of the Army  
Washington, DC  
13 August 2001**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 611-60

Assignment to Army Attaché Duty

This revision--

- o Revises responsibilities of all elements involved in the Army Attaché Program (paras 1-4 through 1-10).
- o Stipulates that there is no longer a requirement for commissioned officers to be volunteers for defense attaché system (DAS) positions. Officers may be assigned under the same guidelines applicable to any other military assignment (para 2-1a).
- o States that enlisted personnel will retain their primary military occupational specialty (MOS), unless reclassification in MOS 71L is requested or soldier desires consecutive DAS assignments (para 2-1c).
- o States that officers must be qualified as foreign area officers (FAOs) for the area to which they are deploying. The Deputy Chief of Staff for Intelligence (DCSINT) is charged with checking that nominees have adequate expertise in their region, not just 0-6 potential (para 2-7a(9)).

Effective 27 August 2001

## Personnel Selection and Classification

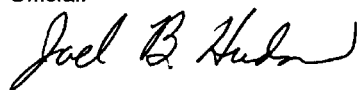
### Assignment to Army Attaché Duty

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#### By Order of the Secretary of the Army:

ERIC K. SHINSEKI  
*General, United States Army*  
*Chief of Staff*

Official:



JOEL B. HUDSON  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This printing publishes a revision of this publication. Changes made to this publication since the last revision are not highlighted.

**Summary.** This regulation establishes policies and procedures for the Army Attaché Program. It specifies the responsibilities of headquarters, agencies, and staff support elements involved in Army and Reserve Component (RC) attaché activities, required qualifications for personnel

seeking attaché duty, procedures for submitting initial DAS applications and requests for consecutive DAS assignments, and procedures for requesting assignment to RC attaché duty.

**Applicability.** This regulation applies to the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff for Intelligence (DCSINT). The DCSINT has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The DCSINT may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11–2 but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Headquarters,

Department of the Army, Office of the Deputy Chief of Staff for Intelligence (DAMI-FI), 2511 Jefferson Davis Highway, Suite 9300, Arlington, VA 22202–3910.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Office of the Deputy Chief of Staff for Intelligence (DAMI-CH), 2511 Jefferson Davis Highway Suite 9300, Arlington, VA 22202–3910.

**Distribution.** This publication is available in electronic media only and is intended for command levels C and D for Active Army, Army National Guard of the United States, and U.S. Army Reserve.

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\*This Army Regulation (AR) supersedes AR 611–60, 1 October 1991.

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## **Glossary**

## **Chapter 1**

### **General**

#### **Section I**

##### **Policy**

##### **1–1. Purpose**

This regulation prescribes selection criteria for assignment of Active Army (AA) personnel to the defense attaché system (DAS), Army Reserve personnel seeking admission to the DAS, and selection criteria for assignment of Army Reserve personnel to Reserve Component (RC) attaché/assistant attaché positions. It specifies the responsibilities of headquarters, agencies, and staff support elements involved in AA and RC attaché activities, required qualifications for personnel seeking attaché duty, procedures for submitting initial DAS applications and requests for consecutive DAS assignments, and procedures for requesting assignment to RC attaché duty.

##### **1–2. References**

Required and related publications and referenced forms are listed in appendix A.

##### **1–3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

#### **Section II**

##### **Responsibilities**

##### **1–4. Director, Defense Intelligence Agency**

Director, Defense Intelligence Agency (DIA) is responsible for originating valid requisitions for Army DAS positions for commissioned officers, warrant officers, and enlisted personnel. Sufficient lead-time will be allowed to identify, select, nominate, and train personnel. Director, DIA, will—

- a.* Ensure that requisitions for active duty personnel are sent to United States Total Army Personnel Command (PERSCOM) with an information copy to Commander, United States Army Field Support Center (USAFSC), ATTN: IAFS-P-A, Fort Meade, MD 20755–5905.
- b.* Ensure that requisitions for RC personnel are sent to the United States Army Reserve Personnel Center (AR-PERSCOM) with an information copy to Commander, USAFSC, ATTN: IAFS-P-A, Fort Meade, MD 20755–5905.
- c.* Be responsible for originating valid requirements for USAR attaché and assistant attaché positions for commissioned officers, warrant officers, and enlisted personnel by maintaining and updating the individual mobilization augmentee (IMA) table of distribution and allowance (TDA).
- d.* Coordinate all matters that pertain to Reserve personnel assigned to the RC attaché/assistant attaché IMA program with Chief, Army Reserve (DAAR-ZA), Washington, DC 20310–2400.
- e.* Through the Joint Field Support Center (JFSC), function as the servicing finance and accounting office for Army members of the DAS.

##### **1–5. Deputy Chief of Staff for Intelligence**

The Deputy Chief of Staff for Intelligence (DCSINT) will—

- a.* Supplement DIA personnel prerequisites for a particular defense attaché office (DAO) if defense attaché (DA) has special interest in that area.
- b.* Ensure that AA-commissioned officers nominated by PERSCOM for attaché duty meet the qualifications identified in paragraph 2–7*a*.
- c.* Screen the qualifications of and recommend assistant Army attaché (AARMA) United States Army Reserve (USAR) Foreign Area Officers (FAOs) and 350L MOS warrant officers for IMA assistant attaché positions.
- d.* Designate the Director, Foreign Intelligence to be the ODCSINT point of contact for attaché policy matters.
- e.* Coordinate attaché policy matters with the Office of the Deputy Under Secretary of the Army (International Affairs) (DUSA-IA).
- f.* Coordinate nomination of attaché selections with DUSA-IA.

##### **1–6. Deputy Under Secretary of the Army (International Affairs)**

The DUSA-IA will—

- a.* Coordinate with the DCSINT to ensure that all Army officers serving in the DAS understand the Army's international policies, programs, and activities.
- b.* Coordinate with the DCSINT to develop specific training for attaché designees.

### **1-7. Deputy Chief of Staff for Operations and Plans (Strategic Leadership Division)**

Deputy Chief of Staff for Operations and Plans (Strategic Leadership Division) will coordinate with DCSINT on the attaché assignment process and provide feedback as to the impact of specific assignments on the overall health of the FAO population.

### **1-8. Chief, Army Reserve**

The Chief, Army Reserve (CAR) is responsible for all matters of policy, assignments, and programs pertaining to Army Reserve personnel and will designate the Chief, Programs Management Office to be the CAR point of contact for USAR DAS policy matters.

### **1-9. Commander, U.S. Army Field Support Center**

The Commander, USAFSC maintains personnel records for assigned Army attaché personnel and will—

a. In coordination with PERSCOM, DCSINT, and DIA, administer all aspects of the Army attaché selection and nomination process for commissioned officers, warrant officers, and enlisted personnel.

b. Provide required forms and ensure completed packets are forwarded through PERSCOM (TAPC-OPC or TAPC-OPB-A), 200 Stovall Street, Alexandria, VA 22332-0405 to DIA, Bolling Air Force Base (AFB), Washington, DC 20332.

c. Oversee personnel requirements for Army personnel assigned to the DAS.

### **1-10. Commanding General, United States Total Army Personnel Command**

The Commanding General, PERSCOM will assign responsibilities to the activity commanders listed in paragraphs 1-10a and 1-10b.

a. The Director of Officer Personnel Management will—

(1) Identify commissioned officers and warrant officers considered qualified for DAS assignments.

(2) Advise potential attaché designates regarding the documentation required to support their nomination packets.

(3) Ensure nominees possess the basic qualifications specified in paragraph 2-7a.

b. The Director of Enlisted Personnel Management will—

(1) Identify enlisted personnel considered qualified for DAS assignments.

(2) Obtain supporting documents from personnel seeking assignments within the DAS. (See tables 1-1 and 1-2.) The Adjutant General branch manager will be responsible for assembling the nomination packet.

(3) Consolidate information and required documentation into a nomination packet and forward it to the USAFSC, Fort Meade, MD 20755-5905.

(4) Brief the DCSINT, or his/her representative as required, on the nominee's official file.

### **1-11. Commander, U.S. Army Reserve Personnel Command**

The Commander, U.S. Army Reserve Personnel Command (AR-PERSCOM) will—

a. Assign qualified USAR FAOs and 350L MOS warrant officers to positions within the AARMA IMA program.

b. Assist PERSCOM in locating qualified USAR FAO officers to fill DAS positions that cannot be filled from existing AA assets.

c. Assign the following responsibilities to either Enlisted Personnel Management Directorate (ARPC-EP) or Officer Personnel Management Directorate (ARPC-OPD), 1 Reserve Way, St Louis, MO 63132-5200:

(1) Identify commissioned officers, warrant officers, and enlisted personnel considered qualified for USAR DAS assignments.

(2) Advise potential candidates regarding the documentation required to support their nomination packets, provide them with the required forms, and ensure completed packets are forwarded through Chief, Army Reserve (DAAR-FMS), Washington, DC 20310-2400 to DIA, Bolling AFB, Washington, DC 20332.

(3) Brief the DCSINT, or representative, on the nominee's file as required.

(4) Coordinate with AR-PERSCOM, Director, Plans Directorate (ARPC-PL), on aspects pertaining to the USAR Attaché Program.

### **1-12. Duties of personnel assigned to the defense attaché system**

a. The principal duties of accredited Army personnel assigned to the DAS are to—

(1) Represent the Secretary of the Army (SA); the Chief of Staff, Army (CSA); the Secretary of Defense (SEC-DEF); the Chairman, Joint Chiefs of Staff; the regional Unified Commander in Chief (CINC) and Army Service Component Command (ASCC), and the Director, DIA to their counterparts within the host government.

(2) Serve as primary in-country facilitators for U.S. national military strategy for promoting regional stability, as coordinated with the Joint Staff and CINC staff.

(3) Openly collect and report military information.

(4) Provide military advice to the chief of the diplomatic mission in the host country.



- (5) Represent DOD in security assistance affairs when designated by DOD.
- (6) Perform other duties as necessary.
- b. The principal duties of Army support personnel assigned to the DAS are to—
- (1) Provide general intelligence and multiservice administrative, clerical, personnel, budget and fiscal, security, and logistics support to the defense attaché and his/her staff.
- (2) Perform security assistance affairs duties as required.
- c. The duties of USAR personnel assigned to DAS IMA positions will be the same as those of AA personnel assigned to the DAS.

**Table 1-1**  
**Documents to be submitted with application/nomination packets (Active Army)**

Document	Officers	Enlisted	Dependents
Biographical Narrative (See para 2-19)	4 copies	4 copies	NA
Photographs (8X10) in full length in Class A uniform with all accompanying dependents	4	4	NA
SF Form 86 (Questionnaire for National Security Positions) <sup>1</sup> and 5	8	8	2 (Spouse)
FBI Form 258 (Applicant Fingerprint Card) <sup>1</sup>	2	2	NA
DD Form 2808 (Report of Medical Examination) or DA Form 3083 (Medical Examination for Certain Geographical Areas)	4	4	4 each depn
DD Form 2807-2 (Medical Prescreen of Medical History Report) or DA Form 3083	4	4	4 each depn
Officer Record Brief	4	NA	NA
Request for Waivers, if required	4	NA	NA
DA Forms 2 and 2-1 (Personnel Qualification Record, Parts I and II)	NA	4	NA
Typing Certification <sup>2</sup>	NA	4	NA
DA Form 2166-7 (Noncommissioned Officer Evaluation Report) <sup>3</sup>	NA	4	NA
Communication Skills Paper <sup>4</sup>	NA	4	NA

Notes:

<sup>1</sup> If, at the end of the present tour, 4½ years have elapsed since the last SBI investigation, a new security packet must be completed and forwarded with the application for consecutive overseas tour (COT).

<sup>2</sup> A written certification from an appropriate official, such as a test control officer, education officer, personnel officer, or military or civilian school official, stating that applicant/nominee is able to type a minimum of 40 words per minute with no mistakes. An official entry on DA Form 2-1 indicating typing test results is also acceptable.

<sup>3</sup> Enlisted personnel. Submit copies of the last four DA Forms 2166-7, if available, with application packet. Memoranda of Recommendation from supervisors may also be included.

<sup>4</sup> Enlisted personnel. Submit a short typewritten paper stating why applicant desires to serve in the defense attaché system and how his/her family (if applicable) feels about such an assignment.

<sup>5</sup> With original signatures.

**Table 1–2**  
**Documents to be submitted with application/nomination packets (USAR DAS IMA assignments)**

Document	Officers	Enlisted	Dependents
Biographical Narrative (See para 2–19)	2 copies	2 copies	NA
Photographs (8X10) in full length in Class A uniform with all accompanying dependents)	2	2	NA
SF Form 86	2	2	2 (Spouse)
Officer's Record Brief)	2	NA	NA
Request for Waivers, if required)	2	NA	NA
DA Form 2976 (Application for Individual Mobilization Augmentation Program Assignment) )	2	2	NA
DA Forms 2 and 2–1)	NA	4	NA
Typing Certification*)	NA	2	NA

Notes:

\* A written certification from an appropriate official, such as a test control officer, education officer, personnel officer, or civilian school official, stating that applicant/nominee is able to type a minimum of 40 words per minute with no mistakes. An official entry on DA Form 2–1 indicating typing test results is also acceptable.

## Chapter 2

### Requirements, Selections, Assignments, and Procedures

#### 2–1. Selecting personnel for assignment to the defense attaché system

All qualified and eligible AA and RC personnel are encouraged to express an interest in attaché duty to their personnel managers.

*a. Commissioned Officers.* Attaché duty is a key career development assignment for FAOs (officers holding Functional Area (FA) 48). Only FAO regional specialists with appropriate areas of concentration (48B through 48J) will be considered for DAS assignments. If no FAO with the appropriate regional qualification is available for assignment, FAOs holding other regional qualifications will be considered. When no FAOs are available, and on an exception basis, officers who do not hold FA 48 may be considered for attaché duty if they otherwise meet the requirements for the assignment. Officers who perform well as attachés will be encouraged to seek additional attaché tours consistent with their professional development and the needs of the Army.

*b. Warrant Officers.* Attaché duty is a primary career function under MOS 350L (attaché technician). Selected warrant officers normally hold MOS 350L as primary, secondary, or additional specialty. Those with MOS other than 350L can, if required, be selected for attaché duty; they must, however, be trained in MOS 350L before being assigned to the DAS.

*c. Enlisted personnel.* Enlisted applicants approved for attaché duty, if not already holding primary military occupational specialty (PMOS) 71L, may be reclassified in 71L. Soldiers who retain their PMOS other than 71L after successfully completing Attaché Staff Operations Course (ASOC) will be awarded the secondary military occupational specialty (SMOS) 71L and additional skill identifier (ASI) E4 (attaché administrative support). If a soldier desires consecutive DAS assignments, the soldier will be reclassified in PMOS 71L.

#### 2–2. Selecting personnel for assignment to USAR attaché and assistant attaché positions

Although soldiers may be involuntarily assigned based on the needs of the Army, maximum emphasis is placed on obtaining volunteers for assignment to USAR attaché/assistant attaché duty. All qualified and eligible USAR personnel are encouraged to express an interest in attaché duty to their personnel managers. USAR attaché positions are maintained by the AR-PERSCOM Program Management Office (ARPC-OPD). Training is conducted at the DIA, Bolling AFB, Washington, DC 20332.

*a. Commissioned Officers.* USAR attaché duty is a type of assignment available to officers holding the 48 functional area (Foreign Area Officer). FAO regional specialists with appropriate areas of concentration (48B through 48J) will be considered for USAR DAS IMA assignments. If required, and on an exception basis only, officers who do not hold FA 48 may be considered for attaché duty if they otherwise meet the requirements for the assignment. Officers who perform well as USAR attaché/assistant attachés will be encouraged to seek additional attaché tours, consistent with their professional development and the needs of the Army.

*b. Warrant Officers.* Attaché duty is a primary career function under MOS 350L (attaché technician).

*c. Enlisted personnel.* Enlisted applicants approved for attaché duty will be awarded ASI E4 (attaché administrative

support) after completing attaché training. Following consecutive DAS assignments, soldiers will be reclassified in PMOS 71L.

### **2-3. Preparing for attaché duty**

Preparation for attaché duty, including travel and training, takes from 4 to 18 months. The length of language and attaché support training required determines the period of training. The spouse of an attaché-designee is encouraged to attend language training and selected phases of the attaché course. Locations in the Washington, DC area for administrative processing, attaché orientation, and language training are listed in table 2-1.

### **2-4. Medical examination**

Personnel nominated for attaché duty and accompanying family members must undergo a comprehensive physical examination. (See AR 40-501, paras 7-9*d* and *e*.) Nominees and their family members should go to the nearest military medical facility for examination when their PERSCOM notifies them that they are being nominated for attaché duty. Personnel must forward the reports of medical examination with their application and/or nomination packet to the USAFSC, Fort Meade, MD 20755-5905. Cite this regulation and AR 40-501 as authority for physical examination. Any medical or dental defects that require professional care will be corrected before leaving for an OCONUS assignment. Careful consideration to family members enrolled in the Exceptional Family Member Program must be considered in assigning personnel to remote locations.

### **2-5. Security requirements**

All soldiers must be eligible for a top secret (TS) special compartmented information (SCI) security clearance and, prior to reporting to a DIA for duty, must possess a security clearance based on a current (within the last five years) special background investigation (SBI). The losing command of a DAS nominee will ensure that the soldier possesses the requisite security clearance prior to assignment to the DAS. Personnel will be required to pass a counterintelligence polygraph examination per the requirements of DOD Directive 5210.48-R and AR 195-6.

### **2-6. Selection Procedures**

*a.* Upon receipt of a request for replacement officer from DIA, PERSCOM will identify a nominee for the position, verify that the nominee meets the requirements identified in paragraphs 2-7 through 2-10, as applicable, and forward relevant portions of the nomination packet to the DCSINT point of contact. The DCSINT will verify qualification outlined in paragraph 2-7*a*(13), coordinate with HQDA, and convey its concurrence or nonconcurrence with the nomination to PERSCOM.

*b.* PERSCOM will brief the DCSINT on all commissioned officers identified for possible assignment to the DAS. Personnel approved for a DAS assignment by the DCSINT will be formally nominated to DIA. DIA will make the final selection of personnel nominated for the DAS.

*c.* AR-PERSCOM will brief the DCSINT on all USAR commissioned officers identified for possible assignment to USAR DAS IMA position. Personnel approved for a USAR DAS assignment by the DCSINT will be formally nominated to DIA. DIA will make the final selection.

### **2-7. Prerequisites for commissioned officers**

*a.* Commissioned officers must—

- (1) Be in the rank of major or above. Some positions may be filled by a captain if approved by DIA.
- (2) Have a record of military service that shows overall outstanding performance, professional knowledge, and the ability to work well with others.
- (3) Be mature, personable, articulate, and present a neat appearance. Officers must be able to associate on equal and congenial terms with the diplomatic community.
- (4) Be free of family problems or business implications that could interfere with military duties.
- (5) Be a citizen of the United States and be free of any family, commercial, or other connections with the applicable country that might interfere with the ability to successfully carry out the DAS assignment. Family members accompanying sponsors to station must qualify for U.S. passports.
- (6) Have authorization for special intelligence security information before beginning attaché training.
- (7) Meet medical fitness standards for the geographical area. (See AR 40-501, para 5-14.)
- (8) Have been awarded military education level (MEL) IV or, at a minimum, be enrolled in the Army nonresident MEL IV level program.
- (9) Be qualified as an FAO (Operational Support Career Field 48) in the geographical area where the country for which nominated is located.
- (10) Have regional expertise from prior service in the DAS or as a DIA analyst or have served in 48-coded positions at DIA, joint staff, Army staff, Office of the Secretary of Defense, regional CINC staff, or country-based Army command, in order of preference.
- (11) Have a Master's Degree from an accredited institution. All Army officer positions in the DAS are Army

education requirement system (AERS) validated; a master's degree in area studies or other FAO-related disciplines is highly desired.

(12) Be proficient in the language of the country for which they are being considered (minimum score of 2/2 on the defense language proficiency test (DLPT)). Language proficiency will be verified by a current (within one year) DLPT score as recorded on DA Form 330 (Language Proficiency Questionnaire). If no foreign language ability is recorded, officers must score at least 100 on the defense language aptitude battery (DLAB).

(13) Not be assigned for a terminal tour in the DAS if anticipated retirement location is to be within the host country.

*b.* Waivers. In the event that a qualified FAO is not available, other officers may be considered if they have regional expertise from prior service in the DAS or have served in 48-coded positions at DIA, joint staff, Army staff, Office of the Secretary of Defense, regional CINC staff, or country-based Army command, in order of preference. Waiver to qualification (see para 2-7a(9) through (13)) will be considered on an individual basis. Requests for waivers will be initiated by PERSCOM and granted by the DCSINT.

## **2-8. Prerequisites for USAR commissioned officers**

*a.* USAR Commissioned Officers must—

(1) Be in the rank of captain or above.

(2) Be qualified FAO. FAO regional specialists with areas of concentration 48B through 48J who have received or developed extensive training or experience as politico-military officers within their regions of specialization will receive priority consideration for USAR DAS IMA assignments.

(3) Have completed, at a minimum, 50 percent of the Army's nonresident MEL IV level program.

(4) Have a record of military service that shows overall outstanding performance, tactical and technical competence, and the ability to work well with others.

(5) Have a Master's degree in an appropriate discipline from an accredited institution or significant regional experience in the area being considered for assignment.

(6) Be proficient in the language of the country for which they are being considered (minimum score of 2/2 on the DLPT). Language proficiency will be verified by a current (within one year) DLPT score as recorded on DA Form 330.

(7) Be citizens of the United States and be free of any family, commercial, or other connections with the applicable country that might interfere with the ability to successfully carry out the DAS assignment.

(8) Be free of family problems or business implications that could interfere with military duties.

(9) Be mature, personable, articulate, and present a neat appearance. Officers must be able to associate on equal and congenial terms with the diplomatic community.

(10) Have authorization for special intelligence security information.

(11) Have more than five years remaining before mandatory removal date.

(12) Meet medical fitness standards for the applicable geographical area. (See AR 40-501, para 5-14.)

*b.* ARNGUS officers desiring assignment as attachés should consult AR 135-11, The Enhanced Reserve Component Foreign Area Officer Program, paragraph 1-6b for further information.

*c.* Waivers to qualifications 2-8a(2) and (3) will be considered on an individual basis if no other qualified officer is available. Requests for waivers must accompany the initial application packets and will be submitted to the DCSINT through AR-PERSCOM (ARPC-OPD), 1 Reserve Way, St Louis, MO 63132-5200.

## **2-9. Prerequisites for warrant officers**

*a.* Warrant officers must meet the criteria specified in PAM 611-21 for the award of MOS 350L as well as the criteria established for commissioned officers in paragraph 2-7a(3) through (7) and (12).

*b.* Warrant officers who have prior service in the DAS or those holding MOS 350L will be automatically screened for attaché duty by PERSCOM. Warrant officers without prior service in the DAS may seek an attaché assignment by contacting their assignment officer at PERSCOM. They and their adult family members will be interviewed at USAFSC (IASV-P-A) prior to formal nomination to DIA, if at all possible.

## **2-10. Prerequisites for enlisted personnel**

*a.* Enlisted personnel must—

(1) Be in the rank of sergeant to master sergeant.

(2) Be graduates of the appropriate NCOES course for their rank. (That is, sergeants must be Primary Leadership Development Course graduates, staff sergeants must be BNCOC graduates, and sergeants first class must be ANCOC graduates.)

(3) Have a standard score of 115 in GT aptitude area and 120 in CL.

(4) Be citizens of the United States and be free of any family, commercial, or other connections with the applicable

country that might interfere with the ability to successfully carry out the DAS assignment. Family members accompanying sponsor to station must qualify for U.S. passports.

(5) Have authorization for special intelligence security information.

(6) Meet medical fitness requirements for the geographical areas. (See AR 40-501, para 5-14).

(7) Have enough remaining service to complete the required tour in the area for which selected. (See AR 614-30, app A.) Those who do not have enough remaining service must reenlist or extend their current term of service to complete the overseas tour for which selected prior to their nomination.

(8) Be mature, personable, articulate, and present a neat appearance; have the ability to meet, understand, live and work among local nationals in a foreign country; and must be able to associate on congenial terms with the diplomatic community.

(9) Have no record of conviction by special or general court-martial, no time lost to be made good under Section 972, title 10, United States Code (10 USC 972), and no record of civil convictions except for minor offenses (that is, minor traffic violations where the fine was \$100 or less).

(10) Be capable of effectively using current automation systems in the execution of their duties and have general experience in intelligence and administration.

(11) Be fully qualified to perform the duties of the MOS according to rank and skill level, be eligible for foreign service (see AR 600-8-101 and 614-30), have been discharged under honorable conditions from all previous enlistments, and have no assignment restrictions that would preclude assignment to the area for which applying or being nominated.

b. It is recommended that the candidate possess some proficiency in the language of the country for which he/she is applying or being nominated as measured by the DLPT or have a score of at least 100 on the DLAB. A score of less than 100 on the DLAB is not a disqualifying factor for attaché duty but does limit assignment possibilities.

## **2-11. Application procedures for initial DAS assignment**

a. All personnel desiring assignment within the DAS must submit documents listed in tables 1-1 and 1-2.

b. Active Army commissioned officers may seek an attaché assignment by contacting their FAO assignment officer at PERSCOM. Officers are selected on a best-qualified basis. They should submit their packet/applications through their USAFSC, Fort Meade, MD 20755-5905 to DIA, Bolling AFB, Washington, DC 20332. RC officers seeking consideration must apply for extended active duty in conjunction with their application for DAS assignment.

c. Only highly qualified personnel desiring attaché duty should apply. Application procedures are as follows:

(1) Officer, warrant officer, and enlisted applications will be submitted through normal personnel channels to Commanding General, PERSCOM (TAPC-EPM-A), 200 Stovall St., Alexandria, VA 22331-0400. Documents to accompany the application are listed in appendix A. Personnel assigned overseas will not apply earlier than one year before DEROS and not later than six months before DEROS.

(2) Applications will be valid for one year from the date of receipt in PERSCOM unless they are withdrawn or the applicant becomes otherwise disqualified from attaché duty. Applications will be returned directly to the individual whenever these conditions apply.

(3) Individual applications meeting the requirements of this regulation will be sent to PERSCOM regardless of command recommendation. Commanders recommending disapproval will state their reasons.

(4) PERSCOM will be informed of any changes of an applicant's status that may affect the application, including assignment, rank, marital status, or medical or physical condition. Submission of an application does not provide authority to keep individuals in their current assignment pending final action on the application.

(5) Enlisted applicants and adult family members will be interviewed at USAFSC (IASV-P-A) prior to the formal nomination, whenever possible.

## **2-12. Enlisted nominees for the DAS**

a. If there are not enough enlisted volunteers to meet the personnel needs of the DAS, PERSCOM will request CONUS installation and major activity commanders to furnish nominations of qualified soldiers to PERSCOM.

b. Commanders will make every effort to retain their nominees at their present duty station until a report of final action (assignment instructions or notification of nonselection) is received from HQDA.

## **2-13. Reserve Components officer assignments in DAS**

Reserve Components commissioned and warrant officers are eligible for assignment to the DAS in one of the following two categories:

a. Officers on extended tours of active duty. Reserve officers selected for extended active duty for DAS duty will meet and conform to all requirements of their AA counterparts.

b. FAOs participating in the IMA program of the USAR who have been selected for AARMA assignments in accordance with AR 135-11 must first meet the terms of eligibility for DAS contained in chapter two.

## 2-14. Retention of warrant officers and enlisted personnel

*a. Conditions for reassignment.* Warrant officers and enlisted personnel who are assigned to the DAS may be considered for follow-on DAS assignments if—

- (1) Duty performance has been rated as outstanding.
- (2) The soldier and his/her family members have maintained a record free from indiscretions or defects.
- (3) The soldier and all family members who will accompany the sponsor are medically qualified for the requested assignment.
- (4) The soldier continues to maintain MOS qualification.
- (5) DIA approves the nomination.
- (6) The soldier's branch at PERSCOM concurs with the nomination.

*b. Applications for consecutive assignments and extensions.* Warrant officers and enlisted personnel who wish to continue to serve in the DAS must submit their request in accordance with current guidance contained in DIA Memorandum 100--1 and latest guidance issued by USAFSC.

## 2-15. Retention of commissioned officers (Active Army)

Officers who are interested in consecutive DAS assignments should contact their FAO assignment officer at PERSCOM. If an officer is selected to be nominated for continuous assignment in the DAS, information and documents listed in table 1-1 and a biographical narrative as outlined in paragraph 2-19 are required before nomination processing.

## 2-16. Assistance

The following offices may be contacted for assistance.

*a.* Army FAO Management Branch, U.S. Army Personnel Command, 200 Stovall Street, ATTN: TAPC-OPB-A (FA 48), Alexandria VA 22332-0411, telephone DSN 221-3153 or commercial (703) 325-3153.

*b.* Army Attaché Management Division, USAFSC, USAINSCOM, ATTN: IAFS-P-A, 7321 Parkway Drive South, Hanover, MD 21076, telephone DSN 923-2134 or commercial (301) 677-2134, ext. 2631.

*c.* AR-PERSCOM Chief, Officer Assignments (ARPC-OPD), 1 Reserve Way, St. Louis, MO 63132-5200, DSN 892-0672 or commercial (314) 592-0672.

## 2-17. Training for Army Reserve attachés

Personnel designated as Reserve attachés complete a two-week Reserve attaché course at Joint Military Intelligence College (JMIC). They also receive such training within DIA as required by their specific assignment. Enlisted personnel receive the majority of their training on the job. A small number of enlisted personnel are also selected to attend the Reserve attaché course at the JMIC based upon their rank and the availability of spaces.

## 2-18. Army positions in the defense attaché system

For updated information on Army positions in the defense attaché system see the most recent edition of (FOUO) Defense Intelligence Management Document: Defense attaché roster (DH-000-194-99) (U).

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**Table 2-1**

**Locations for processing attaché orientation and language activities.**

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**Activity:** personnel, financial and administrative processing

**Location:** Suite 104, 7321 Parkway Drive South, Hanover, MD 21076

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**Activity:** DIA orientation and administrative in-processing

**Location:** 3100 Clarendon Boulevard, Clarendon, VA 22201-5322

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**Activity:** Attaché Course (commissioned officers only)

**Location:** JMIC, Bolling AFB, Washington, DC 20332

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**Activity:** Attaché Staff Operations Course (ASOC) (enlisted personnel and warrant officers not holding MOS 350L)

**Location:** JMIC, Bolling AFB, Washington, DC 20332

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**Activity:** Station Techniques Course (enlisted personnel and warrant officers not holding MOS 350L)

**Location:** JMIC, Bolling AFB, Washington, DC 20332

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**Activity:** language training

**Location:** normally, Foreign Service Institute (FSI), Rosslyn, VA 20301

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## **2–19. Biographical narrative**

Provide the following information to the Joint Military Attaché School during in-processing:

- a.* Name: last, first, middle.
- b.* SSN.
- c.* Rank.
- d.* Date of rank.
- e.* Date and source of commission-ROTC, OCS, Academy, and so forth.
- f.* Specialty and subspecialties.
- g.* Date and place of birth.
- h.* Previous assignments. List in chronological order (year/month/day), full job title(s), full organization/activity title, and duty location. Also include all assignments to military or civilian schools during the past ten years (year/month only). Do not abbreviate.
- i.* Military decorations. List in order of precedence and number of times awarded.
- j.* Language capability. List all foreign languages spoken, how proficiency was acquired, and when language was last used. Indicate proficiency, if known. Provide most recent DLPT scores and test dates, if available.
- k.* Family members data. Include names of spouse and each child and birth dates of children.
- l.* Civilian education. Include all degrees, area of concentration, level (BA, MA, Ph.D) and educational institution through which degree was earned. Also, include dates degree(s) were awarded.
- m.* Military education. List all military schools attended and dates of attendance.
- n.* Security clearance information. List level and source of clearance, date investigation was completed, and agency that completed investigation (for example, top secret, SBI, DIA, 14 Dec 95).
- o.* Current duty station, home address, and telephone numbers. List commercial numbers with area codes and DSN if applicable.
- p.* Additional remarks/comments or continuation statements, as required.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 40–501**

Standards of Medical Fitness. (Cited in paras 2–4, 2–7, 2–8a(12), and 2–10f.)

#### **AR 600–8–101**

Personnel Processing (In-and-Out and Mobilization Processing). (Cited in paras 2–10a(7) and (12).)

#### **AR 614–30**

Overseas Service. (Cited in paras 2–10a(7) and (12).)

### **Section II Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this regulation.

#### **AR 135–11**

The Enhanced Reserve Component Foreign Area Officer Program

#### **AR 195–6**

Department of the Army Polygraph Activities

#### **AR 601–280**

Army Retention Program

#### **AR 611–6**

Army Linguist Management

#### **AR 614–100**

Officers Assignment Policies, Details and Transfers

#### **AR 614–200**

Enlisted Assignments and Utilization Management

#### **(C) Chairman of the Joint Chiefs of Staff Instruction 3310.01B**

Representational Responsibilities of the Defense Attaché System (U)

#### **DA PAM 600–3**

Commissioned Officer Professional Development and Career Management

#### **DA PAM 600–8**

Management and Administrative Procedures

#### **(Secret/NOFORN) DIA Regulation 100–5**

Defense Attaché System Operations and Management (U)

#### **DODD 5210.48–R**

DOD Polygraph Program



### **Section III**

#### **Prescribed Forms**

Except where otherwise indicated below, the following forms are available as follows: DA forms and SF Form 86 are available on the Army Electronic Library (AEL) CD-ROM (EM 0001) and the USAPA web site ([www.usapa-army.mil](http://www.usapa-army.mil)); DD Forms are available from the OSD web site (<http://web1.whs.osd.mil/icdhome/icdhome.htm>).

### **Section IV**

#### **Referenced Forms**

##### **DA Forms 2 and 2-1**

Personnel Qualification Record, Parts I and II (available through normal forms supply channels)

##### **DA Form 330**

Language Proficiency Questionnaire

##### **DA Form 2166-7**

Noncommissioned Officer Evaluation Report

##### **DA Form 2976-R**

Application for Individual Mobilization Augmentation Program

##### **DA Form 3083-R**

Medical Examination for Certain Geographical Areas

##### **SF Form 86**

Questionnaire for National Security Positions

##### **DD Form 2807-2**

Medical Prescreen of Medical History Report

##### **DD Form 2808**

Report of Medical Examination

##### **FBI Form 258**

Applicant Fingerprint Card (available through normal forms supply channels)

## **Glossary**

### **Section I Abbreviations**

#### **ARMA**

Army attaché

#### **AARMA**

assistant Army attaché

#### **AERB**

Army Education Requirement Board

#### **ANCOC**

Advanced Noncommissioned Officer Course

#### **AR-PERSCOM**

Army Reserve Personnel Command

#### **ASI**

additional skill identifier

#### **BNCOC**

Basic Noncommissioned Officer Course

#### **CGSC**

Command and General Staff College

#### **CJCS**

Chairman, Joint Chiefs of Staff

#### **CL**

clerical aptitude area

#### **CONUS**

continental United States

#### **CSA**

Chief of Staff, U.S. Army

#### **DA**

defense attaché

#### **DAO**

defense attaché office

#### **DAS**

defense attaché system

#### **DCSINT**

Deputy Chief of Staff for Intelligence

#### **DEROS**

date eligible for return from overseas

#### **DIA**

Defense Intelligence Agency

#### **DLAB**

defense language aptitude battery

**DLPT**

defense language proficiency test

**DOD**

Department of Defense

**ETS**

expiration term of service

**FA**

functional area

**FAO**

foreign area officer

**GT**

general technical aptitude area

**HQDA**

Headquarters, Department of the Army

**IMA**

individual mobilization augmentee

**JMIC**

Joint Military Intelligence College

**JR WO**

junior warrant officer

**MEL**

military education level

**MOS**

military occupational specialty

**NCO**

noncommissioned officer

**OCONUS**

outside continental United States

**PERSCOM**

United States Total Army Personnel Command

**PMOS**

primary military occupational specialty

**RC**

Reserve Component

**SA**

Secretary of the Army

**SCI**

sensitive compartmented information

**SECDEF**

Secretary of Defense

**SSC**

Senior Service College

**SR WO**

senior warrant officer

**U.S.**

United States

**USAFSC**

United States Army Field Support Center

**USAR**

United States Army Reserve

**USARF**

United States Army Reserve Forces

**Section II****Terms****Rank**

For purposes of clarity, the word “rank” is used in this regulation in place of “grade” as defined in 10 USC 101(b) (7) and (8).

**Section III****Special Abbreviations and Terms**

This section contains no entries.